

**INDIVIDUAL MOTION PRACTICES OF  
MAGISTRATE JUDGE VIKTOR V. POHORELSKY**

**United States District Court**

**225 Cadman Plaza East**

**Brooklyn, New York 11201**

**Telephone: 718-260-2400**

**Fax: Permitted by Express Authorization Only**

**Contact: Joan Newton at above number, or**

**James Toritto, Clerical Assistant**

**Telephone: (718) 260-2324**

*Motions Returnable:* On any day.

Unless otherwise ordered by the judge in a specific case, matters before the judge shall be conducted in accordance with the following practices:

1. *Communications With Chambers*

A. *Letters.* Except as provided below, communications with chambers shall be by letter, with copies simultaneously delivered to all counsel. Copies of correspondence between counsel shall not be sent to the Court.

B. *Telephone Calls.* In addition to Paragraph 1(D) below, telephone calls to chambers are permitted. For non-docketing, scheduling or calendar matters, call chambers at the number listed above.

C. *Faxes.* Faxes to chambers are not permitted unless prior authorization is obtained.

D. *Docketing, Scheduling and Calendar Matters.* For docketing, scheduling and calendar matters, call the contact listed above between the hours of 9:30 a.m. and 4:30 p.m.

E. *Requests for Adjournments or Extensions of Time.* All requests for adjournments or extensions of time must state (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling order must be attached. If the request is for an adjournment of a court appearance, absent an emergency it shall be made at least 48 hours prior to the scheduled appearance.

## 2. *Motions*

A. *Judge to Whom Motions Are to Be Made.* Unless otherwise specifically ordered, all non-dispositive pretrial motions, including discovery motions, are to be made to the magistrate judge. All dispositive motions, including summary judgment motions and motions to amend pleadings, are to be made to the district judge unless the parties have consented in writing to determination by the magistrate judge in accordance with 28 U.S.C. § 636 (c)(1).

B. *Pre-Motion Conferences in Civil Cases.* For discovery motions, follow Local Civil Rules 37.3 and 6.4. For motions other than discovery motions, no pre-motion conference is required.

C. *Courtesy Copies.* Courtesy copies of all motion papers, marked as such, shall be submitted to the clerk of court for delivery to chambers, or shall be mailed directly to chambers.

D. *Memoranda of Law.* Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages. Memoranda of 10 pages or more shall contain a table of contents.

E. *Filing of Motion Papers.* For motions other than discovery motions, motion papers shall be filed promptly after service.

F. *Oral Argument on Motions.* Parties may request oral argument by letter at the time their moving or opposing or reply papers are filed. The court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

## 3. *Pretrial Procedures*

Pretrial orders are not required unless specifically directed by the court in a particular case.